

CHEF/HOUSE MANAGER (Full time)

Starting salary: \$53,685 p.a. + Superannuation + Allowances (\$400 per month)

Smoke-Free Environment

An official residence in Perth is seeking applications for the position of
Chef/House Manager

This position is responsible for the planning and preparation of meals for representational functions for a small household along with the cleaning and maintenance of the kitchen and dining areas. This position will also serve as house manager.

All applications must address the selection criteria. Please refer to:
<http://canberra.usembassy.gov/job-opportunities.html> for further details.

Forward letter, resume and response to the selection criteria to the
Human Resources Office, U.S. Consulate General, 16 St. Georges Terrace,
PERTH WA 6000, by COB October 22, 2010

Hand delivered applications cannot be accepted.
Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering this position.

The Employer is an equal opportunity employer and maintains a drug-free work environment.

POSITION: CHEF/HOUSE MANAGER (ORE-6/3)

Incumbent serves as the Chef and House Manager at the U.S. Consul General's residence, providing the highest standard of service to the Consul General and her guests. Operates as a member of a team, along with the housekeeper, gardener, contracted personnel and the Consulate General's Services staff, ensuring the Consul General's residence is well maintained and hospitable.

Description of Duties

Chef (70%)

Plans, prepares, cooks and presents official (formal) luncheons, dinners, morning and afternoon teas, receptions and suppers. Coordinates recipes and meal plans with the Consul General.

Plans, prepares, cooks and presents daily menus for the Consul General and houseguests.

Prepares and bakes cakes, pastries and breads as requested.

Purchases all food and ingredients, negotiating with suppliers to obtain best possible price. Arranges delivery when appropriate, coordinating with residence security. Uses own vehicle for shopping as necessary. Controls stock so that minimum levels are maintained within set budgets.

Carries out daily housekeeping in the kitchen including cleaning of all kitchen equipment, floors, implements, utensils, bench tops, sinks, refrigerators, freezers and stovetops.

Maintains a high standard of service and cleanliness with particular attention to occupational health, hygiene, and workplace safety.

House Manager (25%)

Serves as on-site supervisor for all household employees and contractors working at the residence and ensures security of residence at all times

Determines if extra support staff is needed for representational functions and makes recommendation to the Consul General. Manages additional staff as necessary.

Maintains regular accounting of monies spent on food and supplies and is responsible for significant cash advances from the Consul General.

Manages and accounts for household inventory (e.g. linen, silver service, glassware, crockery, cutlery, other household items and equipment, etc.).

Notifies the Consulate Management Section of household maintenance necessary, but has no authority to commit U.S. government funds. Follows up with relevant office to ensure work is completed promptly.

Other Duties (5%)

Other duties as directed.

Selection Criteria

- At least three years experience as a full-time chef, with an understanding of dietary and nutritional requirements and skills in menu planning.
- Experience in the purchase, preparation and cooking of food for a variety of formal functions as well as daily family meals.
- Experience working within set budgets and accounting for funds.
- Demonstrated ability in the maintenance of a small kitchen, including cleaning its environs.
- Ability to work flexible hours.
- Experience as an effective team member.
- Established organizational skills with ability to work independently and direct the work of others.
- Familiarity with occupational health and safety requirements and maintain a high level of health, hygiene, security and safety.
- Demonstrated common sense, reliability, tact, and discretion.
- Maintain a current driver's licence.
- Be at least 18 years of age.
- High School Certificate or Trade Certificate.
- Ordinarily Resident applicants must possess a current work permit or visa status that authorizes employment in Australia.
- EFM/MOH/NOR applicants must have 12 months remaining at post.